



# TEMPORARY EXTENSION OF CLASS "B" OR "C" PREMISES INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: LICENSE @MILWAUKEE.GOV

The granting of a temporary extension of a Class "B" or "C" premises for special events shall authorize the licensee to sell or serve intoxicating liquors, wine or fermented malt beverages during the period of time and in the area described in the application. Such authority, however, shall be contingent upon the licensee also obtaining any and all other special privileges or permits required.

**Note:** Because applications must be reviewed by both the Licenses Committee and the Common Council allow at least 60 days prior to the date of the event to allow for action to be taken by the Licenses Committee and Common Council. Applications must be on file a minimum of 3 days prior to granting by the Common Council.

**APPLICATION:** Submit completed applications to: Office of the City Clerk-License Division, Room 105, City Hall, 200 E. Wells Street, Milwaukee, WI 53202.

**SIGNATURES:** Notarized signatures are required of the individual; a partner, if a partnership; or an agent or officer, if a corporation or LLC.

**FEES:** (Effective 1/1/07) \$35 for applications filed at least 30 days before the event; \$50 for applications filed less than 30 days before the event. Applications submitted without the required fee will be returned.

**GRANTING:** Applications requesting a temporary extension of a licensed premises must be granted by the Common Council after first being recommended for approval by both the alderperson representing the district in which the premises is located and the Licenses Committee of the Common Council.

Regular meetings of the Licenses Committee and the Common Council are generally scheduled once each month, with the exception of August, during which there is no regular meetings scheduled. In the event that no regular meetings of the Licenses Committee and Common Council are scheduled during the period of time between the filing of a permit application and the date(s) for which the permit is sought, a possibility exists that an application requesting a temporary extension of a licensed premise may not be granted.

**REGULATIONS:** The area, which the licensee wishes to include in any temporary extension, must be owned by or under the control of the licensee, and must be contiguous with the licensed Class "B" or "C" premises.

The licensee may not sell any alcohol or non-alcohol beverages for consumption in bottles, cans or glass containers in the location of the temporary extension. Beverages may only be sold in single service cups for on-premises consumption in the location of the temporary extension.

**ADDITIONAL REQUIREMENTS:** If the location requested in a temporary extension extends into or encroaches upon public property or public thoroughfares, then you must contact the Special Event Permit Office, which is located at 841 N. Broadway, Room 516, (414) 286-3329, <http://www.mpw.net/Pages/faq9.htm>.

A separate permit is required for the performance of live music. In the event you do not hold an Instrumental Music, Dance or Amusement (Cabaret/Nite Club) license, you will need to obtain a separate Special Dance (party) permit for each date live music will be performed. There is a separate \$35 fee for each date a special dancing permit is being requested. The fee must be submitted at time of application. Make checks payable to: City of Milwaukee.

**Note:** Applications for Special Dance (party) permits should be made 45 days prior to the day of the event. An application filed fewer than 45 days before the event may be considered if the applicant waives his or her right to an appeal of the decision made by the alderperson representing the district in which the premises is located.

Contact the Health Department, which is located at 841 N. Broadway, 3<sup>rd</sup> Floor, (414) 286-3674 for food permits, <http://www.city.milwaukee.gov/FoodSafetyandLicensi8691.htm>

**REFUND OF LICENSE FEE:** If an application is withdrawn or denied, you are eligible for a partial refund. of your license fee, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

**DUPLICATE LICENSE FEE:** The fee for a duplicate license is \$8. You must bring a current photo identification.



# TEMPORARY EXTENSION REQUEST CLASS "B" OR "C" PREMISES

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

**Note:** Applications should be filed at least 60 days prior to the date of the event to allow for action to be taken by the Licenses Committee and Common Council. No action can be taken on any application not filed **at least 3 days prior to** the date of granting by the Common Council.

	Date of Application:	Aldermanic District:
Date(s) for which temporary extension of premises is requested:	Start Date:	End Date:
Time(s) of day for which temporary extension of premises is requested:	Start Time:	End Time:
Name of Event:		Business Telephone Number:
Licensee: (Provide name of individual; each partner if partnership; or agent, if corporation or limited liability corporation)		
Name of Corporation or LLC, if applicable:		
Trade Name of Business:		
Street Address of Business:		Zip Code:
Specific location(s) for which the temporary extension of premises is requested ( <i>Check ✓ and complete all that apply. Example: "side", "front", "rear", "west side", "second floor"</i> )		
<input type="checkbox"/> Sidewalk located at the _____ of the premises. <input type="checkbox"/> Parking lot located at the _____ of the premises. <input type="checkbox"/> Street located at the _____ of the premises. <input type="checkbox"/> Yard located at the _____ of the premises. <input type="checkbox"/> Other: _____		
Will the event include the outside performance of live music? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", indicate time:	Live Music Start Time:	Live Music End Time:
<b>Attention:</b> A separate permit is required for the performance of live music. In the event you do not hold an Instrumental Music, Dance or Amusement (Cabaret/Nite Club) license, you will need to obtain a separate Special Dance (party) permit for each date live music will be performed. There is a separate \$35 fee for each date a special dancing permit is being requested. No more than 20 special dancing permits shall be issued for the same premises in any license year. No more than 4 special dancing permits shall be issued for the same premises in any calendar month.		
Do you need any Special Dance permits related to this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of permits:
SUBSCRIBED & SWORN TO BEFORE ME THIS		
_____ day of _____, 20_____		
Notary Public, State of Wisconsin		Signature of Applicant
My Commission expires _____		

**Office Use Only:**

**Aldermanic Recommendation:**

- ☐ **Recommends Approval**
- ☐ **Objects to Granting** If "objects," indicate below any factors considered in making determination.

- ☐ The appropriateness of the location and site for which the permit is sought and whether the event for which the permit is sought will create undesirable neighborhood problems.
- ☐ The hours during which the event would be operated on the site and the likely effect of the event on the surrounding area.
- ☐ Whether previous permits granted to the same applicant or to other applicants for the same site have resulted in neighborhood problems including, but not limited to, complaints of loud music, noise, litter, disorderly assemblages, loitering or public urination.
- ☐ Whether the applicant has been charged or convicted of any felony, misdemeanor, municipal offense or other offense, the circumstances of which substantially relate to the activity for which the permit is sought.
- ☐ Other factors which reasonably relate to the public health, safety and welfare.

\_\_\_\_\_  
**Signature of Alderperson**

\_\_\_\_\_  
**Date**

*Unless otherwise noted, approval recommendation here includes approval of any related Special Dance permits.*

**License Division Staff:**

Are regular meetings of both the Licenses Committee and Common Council scheduled prior to the date(s) for which the permit is sought, and has the application been filed **at least 3 days prior to** the date of granting by the Common Council?

☐ **Yes** ☐ **No** **Initials:** \_\_\_\_\_

If "no," applicant is required to sign below to acknowledge the following:

**I understand this application requesting a temporary extension of a licensed premises must be granted by the Common Council after first being recommended for approval by both the alderperson representing the district in which the premises is located and the Licenses Committee of the Common Council.**

**In addition, I have been advised that no regular meetings of the Licenses Committee and Common Council are scheduled during the period of time between the filing of this application and the date(s) for which the permit is sought and, therefore, a possibility exists that this application requesting a temporary extension of a licensed premise may not be granted.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Date Filed:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

**SDANC #:** \_\_\_\_\_